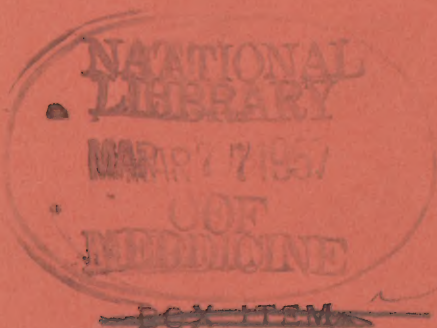


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RULES AND REGULATIONS

KANSAS

State Board of Nurse Registration
and Nursing Education



1956

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RULES AND REGULATIONS

OF

The Kansas State Board of Nurse Registration and Nursing Education

ARTICLE 1. Requirements for Examination and Registration of Nurses

60-1-1. REGISTRATION; BOARD DEFINED

Registration in the State of Kansas shall be had pursuant to the laws of the State of Kansas, either by examination or by *endorsement from other states*, to those persons possessed of the general qualifications herein required. The term "Board" when used in these Rules and Regulations shall mean the Kansas State Board of Nurse Registration and Nursing Education.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-1-2. GENERAL QUALIFICATIONS

- A. An applicant for registration as a nurse must meet the following requirements and qualifications:
1. Be a citizen of the United States, or have filed a declaration of intention to become a citizen.
 2. Be of good moral character.
 3. Twenty years of age or more.
 4. Completed at least an approved four-year course of high-school education or an equivalent thereof.
 5. Be a graduate of an accredited school of nursing.
 6. Pay a fee of \$20 to the Board.
 7. Satisfactorily pass an examination held by the Board or show qualifications to be entitled to register *by endorsement from another state*.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-1-3. REGISTRATION BY EXAMINATION

- A. The applicant for registration shall file with the Board, not later than one month preceding the examination or at a later date as set by the Executive Administrator, the following:
1. A written application on a form adopted by the Board with the full name and address of the applicant subscribed thereon.
 2. A photograph of the applicant, taken within *one year* prior to the making of application, *shall be attached to the application*. It shall be exactly three by four inches and shall have the applicant's full name subscribed upon the front thereof, by the director of the school or some other qualified officer of the school of nursing. There shall be a certificate of the photographer upon the reverse side of the picture, showing the time and

place taken. *The applicant shall submit as directed a second prescribed photograph.*

3. There must be submitted to the Board at the time of student's enrollment in the school of nursing a transcript of grades of each student admitted showing that the applicant has completed at least an approved four-year course of high-school study, or the equivalent thereof, as determined by the Board.
4. *Applicants who will complete the educational program in their respective schools of nursing within thirty days after the date of the state board licensing examination and who have completed the prescribed theoretical instruction shall be permitted to write the state board licensing examination. (Such applicants shall not be issued a license until the educational program has been completed and an affidavit stating that said program is completed and is filed with the Board). Applicants who meet the above requirements shall be expected to write the first licensure examination for which they are eligible. Any applicant not planning to appear for the examination shall communicate with the Board, giving the reason.*
5. Submit a diploma showing that the applicant is a graduate of an accredited school of nursing (such diploma or in lieu thereof an affidavit to be presented at the time of taking the examination).
6. Payment of the fee of \$20 in some manner other than by personal check.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-1-4. EXAMINATIONS

- A. Written examinations will be given at least twice a year. Notice of the time and place of such examinations will be published once in the official state newspaper at least thirty days prior to the date of such examination.
- B. Applicants for examination will be assigned a number which shall be used by the applicant *for identification*. The name of the applicant to which such number is assigned shall be placed on a tabulation card and shall remain unknown to this Board until all examination papers have been graded.
- C. No *license* shall be granted upon the basis of the examination unless such applicant makes a passing grade in all subjects covered by the examination.
- D. Unsuccessful applicants.
 1. Applicants failing in the initial examination to make a passing grade in one or more subjects shall be allowed to take a second examination within one year from the date of failure of the initial examination or a part thereof. Such applicants shall be required to take only those subjects failed in the initial examination.
 2. Applicants failing one or more subjects in the second examination upon requesting re-examination shall be required to take and pass all subjects covered by the examination.

3. Applicants failing in the initial examination shall be admitted for one additional re-examination within one year without the payment of an additional fee. For each additional re-examination, the applicant shall be required to write all of the subjects and shall pay the full fee.
4. *An applicant failing the initial examination who wishes to take an additional re-examination shall submit a photograph according to the prescribed rules, if one has not been submitted within the past year.*
- E. Any applicant cheating or attempting to cheat during the examination shall be deemed not possessed of good moral character and licensure shall be refused.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-1-5. LICENSURE BY ENDORSEMENT

- A. Registration as a nurse may be granted without an examination to any person who has been duly *licensed* as a professional nurse in any other state, provided such applicant possessed the qualifications for registration established by the laws of the state of Kansas and rules of this Board in effect at the time such person became registered in such other state.
- B. Applications for *licensure by endorsement* shall be made upon forms approved by the Board.
- C. Payment of a fee of \$20 in some manner other than by personal check.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-1-6. LICENSE

- A. To all applicants who have met the requirements of the laws of the state of Kansas and the rules and regulations of this Board shall be given a *license* which shall be signed by each member of this Board and authenticated by the official seal.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-7. ANNUAL RENEWAL OF LICENSE

- A. Every person now or hereafter *licensed* as a nurse who shall desire to engage in the practice of nursing following the expiration of his or her current *license* in this state, shall on or before the first day of December of such year make written application for renewal of such *license* for the succeeding calendar year to the Board upon a form to be furnished by said Board.
- B. Said form shall contain such pertinent information as may be required by said Board, and every person who shall desire to engage in the practice of nursing shall accompany said application with annual renewal fee of two dollars (\$2).
- C. Said Board upon receiving such application and re-

newal fee and finding the applicant to be entitled to renewal of *such* shall grant a renewal of *license*.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Jan. 1, 1953; amended, effective April 2, 1956.)

60-1-8. LAPSE OF LICENSE FOR NON-PAYMENT OF ANNUAL FEES

- A. The *license* of a nurse in the state of Kansas shall become lapsed when the holder thereof fails to pay the annual fee for renewal of *license* for each calendar year.
- B. Such lapse of *license* may be renewed by making verified application therefor on a form to be provided by said Board, and upon furnishing such additional material facts and information as may be required by the Board, and by paying to said Board a renewal fee of five dollars (\$5).

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-9. ENDORSEMENT FROM THIS STATE

- A. The Board is empowered to certify all necessary certificates required by those persons registered by this Board who desire to obtain registration by *endorsement* to any other state.
- B. The Board shall make a charge of one dollar (\$1) for all necessary state endorsements, which shall be paid into and become a part of the fee fund of this Board.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-10. DUPLICATION OF LICENSE

- A. When any license theretofore regularly issued by this Board has been lost or destroyed, the Board is empowered to issue a duplicate license to the proper holder thereof.
- B. Before issuing such duplicate *license* there shall be filed with the Board an affidavit of the licensee showing the date of issuance, registration number of certificate issued, and a statement of the circumstances surrounding its loss or destruction. The Board may require such additional proof as it deems reasonable and necessary.
- C. If the Board finds that the applicant for such duplicate license is a properly registered nurse, and that the original license has been lost or destroyed, a license shall be issued, designated as a duplicate, upon payment of the sum of one dollar (\$1), which shall become a part of the fee fund of this Board.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-11. CHANGE OF NAME

- A. Should any registered nurse alter his or her name through marriage, divorce, religious orders or for any other reason, to a name different from that under which registration was obtained, it shall become the

duty of such registered nurse to certify full information concerning such a change of name to the Board upon forms approved by the Board.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949.)

60-1-12. DENIAL, REVOCATION OR SUSPENSION OF LICENSE

- A. The Board shall have the power to deny, revoke or suspend any application or any *license* issued by it in accordance with the provisions of these rules and regulations, in the event that the Board, after a hearing, finds that the applicant or licensee is:
 - 1. Guilty of fraud or deceit in procuring or attempting to procure a *license* to practice nursing.
 - 2. Guilty of a felony or any offense involving moral turpitude.
 - 3. Guilty of unprofessional conduct, or is unfit or incompetent by reason of negligent habits, or other causes.
 - 4. Habitually intemperate, or addicted to the use of habit forming drugs.
 - 5. Mentally incompetent.
 - 6. Guilty of willfully or repeatedly violating any of the provisions of these rules and regulations.
- B. The Board hereby declares the following activities to be unprofessional conduct:
 - 1. Any unlawful practice of medicine or surgery by a registered nurse.
 - 2. Aiding, abetting or assisting any one engaged in the unlawful practice of medicine or surgery.
 - 3. Acting as a surgical nurse for one not authorized by law to perform operations.
 - 4. Convicted of any crime involving moral turpitude.
 - 5. Becoming addicted to the liquor or drug habit to such a degree as to render him or her unfit to practice nursing.
- C. Procedure for revocation of license.
 - 1. Whenever a verified written complaint is properly executed stating in detail one or more causes for the revocation of *license* and is filed with the Board, it shall be considered by the Board.
 - 2. If the Board has reasonable grounds for believing the complaint, it shall cause to be served upon the applicant or holder of the license, a notice stating that at a time and place specified, not less than twenty days after service of the notice, a hearing will be had before the Board of Nurse Registration and Nursing Education upon such complaint. A verified copy of said complaint shall accompany the notice and the notice shall be served personally upon the respondent named therein if he or she can be found, but if he or she cannot be found then service may be had by publication as provided by statute.
 - 3. At the time and place specified in the notice of hearing, the Board shall convene and hear the evidence of the witnesses. The respondent shall have the right to appear personally or by counsel or both, to produce witnesses or evidence on his or her behalf, and to examine witnesses.

4. The complaining witness and the respondent shall have the right to request the attendance of witnesses by filing a written precipe in proper form with the Board.
5. Any hearing may be continued from time to time by the Board without notice.
6. After hearing all of the evidence and matters presented to the Board, the Board shall make a written order of its findings, and if the Board finds that such complaint and evidence are sufficient to warrant the revocation of a license, it shall order the license to be revoked and set aside.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-13. REINSTATEMENT OF LICENSE AFTER REVOCATION

- A. Any person whose *license* as a professional nurse has been revoked for cause after complaint and hearing by the Board, may make application for reinstatement.
- B. Such application for reinstatement can be made at any time not less than six months after revocation.
- C. Such application for reinstatement shall be in writing and state fully the reason why such *license* should be reinstated.
- D. At the next regular meeting of the Board after receipt of such application for reinstatement the Board may make such inquiry and require such proof as it deems necessary and shall enter such order in the premises as it deems just, proper and warranted by the matter submitted to the Board.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-14. VIOLATIONS OF LAWS RELATING TO THE LICENSURE OF NURSES

- A. Any person who shall have complied with the provisions of the laws of this state and shall have received a *license* shall be styled and known as a registered nurse, and be entitled to append the letters "R.N." to his or her name. It shall be unlawful for any person who has not complied with said provisions to hold himself or herself out to the public as a registered nurse, or to append the letters "R.N." to his or her name.
- B. Any person violating any provision of the laws of this state relating to registered nurses shall be convicted of a misdemeanor and shall pay a fine of not less than three hundred dollars (\$300); each subsequent offense shall be punishable by a fine of five hundred dollars (\$500) or by imprisonment of not more than twelve months, or by both such fine and imprisonment.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-15. UNLICENSED NURSES

- A. The laws shall not apply to the gratuitous nursing of the sick by friends or by members of the family, nor to any person nursing the sick for hire who shall not in any way assume to be a *licensed* nurse.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-1-16

(Authorized by chapter 331 of Session Laws, 1949. Effective March 25, 1953; revoked, May 27, 1954.)

ARTICLE 2. Accredited Schools of Nursing

60-2-1. REGISTRATION OF GRADUATES OF ACCREDITED SCHOOLS OF NURSING

- A. No person shall be permitted to take the examination to become a registered nurse except one who is a graduate of a school of nursing accredited by the Board *or one who will complete the graduation requirements of such a school within thirty (30) days after the scheduled date of the state Board licensing examination.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-2-2. DEFINITION OF AN ACCREDITED SCHOOL OF NURSING

- A. An accredited school of nursing in Kansas is one which has met the minimum requirements herein specified for an accredited school, has demonstrated its ability to provide an adequate education in nursing, and has been approved by the Kansas State Board of Nurse Registration and Nursing Education.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949.)

60-2-3. PURPOSES OF ACCREDITING SCHOOLS OF NURSING

- A. The purposes of accrediting schools of nursing are:
1. To insure prospective students *adequate* basic preparation in nursing.
 2. To insure the graduates of these schools that they will be eligible to write state board examinations and to qualify them for state registration and for interstate movement.
 3. To aid in providing *to the people of Kansas* a good quality of nursing care.
 4. To stimulate improvements in the administration of schools of nursing and in nursing education.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective September 15, 1951; amended, effective April 2, 1956.)

60-2-4. POLICIES FOR ACCREDITED SCHOOLS OF NURSING

- A. A school of nursing will be judged by its entire program *in light of the stated objectives.* It is not de-

sirable that schools should be standardized, or that they be identical in their performances; but it is expected that all schools of nursing shall meet the minimum requirements set forth in these rules.

- B. *A school of nursing shall define in writing its statement of philosophy and purpose.*
- C. *In establishing minimum requirements, it is recognized that the quality of some educational programs exceeds the standards listed herein. Those schools which are continuously striving to improve through evaluation are to be commended.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective April 2, 1956.)

60-2-5. PROCEDURE FOR ACCREDITATION

- A. *Accreditation of a new school of nursing shall be accomplished in the following manner:*
 - 1. *An institution desiring to establish a new school of nursing, or to have a school reaccredited, shall make a written request for a copy of the Recommended and Required Standards for Schools of Nursing. If the institution believes that it can meet the requirements, a request for a consultation visit shall be sent to the State Board.*
 - 2. *Following the consultation visit the institution shall indicate in writing to the Board its desire for an official survey visit and shall also submit the data required in the presurvey forms. After the information supplied is reviewed by the Board the educational director and examiner for schools of nursing together with one or more members of the Board shall survey the institution.*
 - 3. *A written report of this survey shall be presented to the Board for their review.*
 - 4. *The institution shall also submit a formal application prepared on forms approved by the Board accompanied with a fee of thirty-five dollars (\$35).*
 - 5. *If the report of the survey visit and the application indicate that the institution can provide an adequate educational program for students, accreditation will be granted until the next annual meeting of the Board when the annual report and the annual fee of thirty dollars (\$30) shall be filed with the Board. The Board shall send to the school a copy of the survey report and recommendations for the conduct of the school.*
 - 6. *If the Board finds sufficient lack of evidence that the institution can provide an adequate educational program or has not yet met the minimum requirements herein specified, accreditation shall not be granted at that time. The Board shall send in writing a copy of the survey report together with the decision of the Board to the institution.*
 - 7. *If the institution desires to reapply for accreditation, it must be resurveyed by the educational director and examiner for schools of nursing and one or more members of the Board, and shall show evidence of meeting the minimum requirements.*

8. *The written report of the resurvey visit and the application will be reviewed by the Board before accreditation is granted.*

B. Reaccreditation.

1. An annual reaccreditation of schools of nursing is required. A form for the annual report for accredited schools of nursing will be mailed to the director of nurses preceding the annual meeting of the Board. This report for the fiscal year ending June 30 with the required fee of thirty dollars (\$30) shall be returned to the office of the Board not later than July 1.
2. No school shall be denied reaccreditation by the Board without adequate notification or warning.
3. A school notified of such impending action unless certain requirements are met, may automatically be denied reaccreditation at the next annual meeting of the Board without further notice, unless there is satisfactory evidence that the requirements, as specified, have been met.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective September 15, 1951; amended, effective April 2, 1956.)

60-2-6. CLOSING A SCHOOL OF NURSING

- A. A school of nursing desiring to close shall communicate with the Board expressing such a desire and shall submit to the Board in writing a detailed explanation of the proposed *plan* for students and the final records.

B. Closing a school may be accomplished as follows:

1. No more students *shall* be admitted or accepted by transfer.
2. First and second year students *may* be transferred to another school or to other schools.
3. Third year students *may* continue affiliation or *may* continue in another school as affiliates until the third year is completed or may complete *their study and practice in the home school.*
4. *The home school shall provide an adequate faculty as long as students are enrolled in the school.*
5. Third-year students shall receive their diploma from the original school.
6. The final date of closure of the school shall be the date of the last diploma issued to such students.

C. Custody of records.

When a school closes the following school of nursing records *may* be filed in the office of the Board *immediately following* the official closing of the school:

1. Student's final record showing theoretical instruction and clinical practice.
2. Final summary of student's progress and development.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective September 15, 1951; amended, effective April 2, 1956.)

ARTICLE 3. General Requirements for Accredited Schools of Nursing

60-3-1. INCORPORATION

- A. The school of nursing or the institution of which it is a part shall be incorporated.
- B. A school of nursing shall be considered an educational enterprise.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951.)

60-3-2. ADMINISTRATIVE CONTROL OF SCHOOLS

- A. A school for professional nurses may be conducted and controlled by a hospital, a college or university, or an independent board.
- B. Provision should be made for adequate financial support of school.
- C. The school shall develop and operate a school in accordance with the stated objectives.

(Authorized by chapter 331 of Session Laws, 1949. Effective April 2, 1956.)

NOTE: The subject matter of this regulation is new. For subject matter formerly appearing here under, see regulation 60-3-4.

60-3-3. SIZE OF SCHOOL OF NURSING

- A. Inasmuch as a school of nursing must give continuous theoretical *instruction and clinical practice*, there must be sufficient number of students to make this possible. For that reason *the* Board feels that it is reasonable to make the following interpretation of the law in order to give it effect, and provide adequate educational *program* for the students.
 - 1. No school with an enrollment of less than twenty-one students shall be considered adequate in size.
 - 2. No class of less than seven students shall be *admitted*.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951.)

60-3-4. CLINICAL RESOURCES

- A. The hospital in which students *have their nursing practice* shall meet the following conditions:
 - 1. Shall be approved by *Joint Committee on Accreditation of Hospitals*.
 - 2. Shall be licensed by the Hospital Division of the Kansas State Board of Health.
 - 3. Shall have been in operation at least one year immediately preceding *the request to use all or part of same for nursing practice*.
 - 4. Shall have a reasonably active service in all divisions to which the students are assigned. An active service *in all areas, except in psychiatry*, is one in which the average stay per patient does not exceed ten to sixteen (10-16) days.
 - 5. A *general hospital* shall have its obstetric and pediatric service segregated.

B. Provision shall be made for adequate clinical nursing experience in medical, surgical, obstetric, pediatric, and *psychiatric* services, and also in diet therapy.

1. The following *daily patient* averages are the minimal requirements:

Medical	15
Surgical	15
Obstetrics	5
Pediatrics	10
Psychiatry	15

2. Adequate experience in obstetrics shall provide not less than an average of thirty deliveries per month. It shall provide a daily average of at least three mothers or new born infants per student assigned to this department.

C. A *school of nursing controlled by a hospital* shall provide adequate nursing *practice* in the home hospital for at least three of the five major services: medical, surgical, obstetric, pediatric, and psychiatric nursing.

1. Affiliation shall be required *for those services which are inadequate or lacking in the home hospital.*

D. Affiliations.

1. All arrangements for or discontinuance of affiliations must be approved by the Board.

2. An annual report must be submitted to the Board by the hospital or agency providing affiliations for students for approval for the coming year.

3. *All affiliations shall be surveyed as frequently as it is indicated.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

NOTE: This regulation was transferred from 60-3-2 and amended. See 60-3-9 for regulation relating to required reports and records.

60-3-5. FACILITIES FOR INSTRUCTION

A. Class and lecture rooms.

1. The number needed will depend upon the length of class periods, the number of times classes meet weekly, and the number of times that courses are given during the year.

2. The size of the classrooms will depend on the number of students enrolled, but there should be one room large enough to accommodate the entire student body and faculty.

B. Science laboratory.

1. A laboratory for teaching the science courses is required, unless these courses are taught in a college or university. This laboratory shall be in addition to the hospital laboratory.

C. Nursing laboratory.

1. A nursing laboratory is required, adequate in size to accommodate the number of students admitted.

2. The equipment should be as nearly as possible the same as that used in the hospital. *The number of nursing units shall be at the ratio of one to two students per laboratory period.*

D. Nutrition laboratory.

1. Unless this subject is taught in a college or university, there shall be a *nutrition* laboratory separate from the hospital kitchen.

E. Library.

1. Every school of nursing shall *maintain* a professional library *and shall provide for an annual expenditure adequate in amount to keep it up-to-date.*
2. *The library shall be adequate in size to meet the students study needs. This will depend on many factors, i. e. adequacy of study space in student rooms, etc. The library holdings shall be made available at all times to students and faculty.*
3. The library holdings shall include nursing books, advanced reference books in all clinical areas, professional and allied professional magazines.

F. All classrooms, laboratories, and libraries shall be well lighted and ventilated and the equipment shall be adequate to give the students the *education* required by these rules.

G. Ward teaching facilities.

1. Each service shall provide facilities for use when conducting ward classes and shall maintain an *adequate ward library with up-to-date material.*

H. Offices.

1. The director of nurses shall have a private office, and there shall be one or more offices for the instructors and for the dietitian.

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-3-8. FACULTY

A. The term faculty as herein used refers to those registered nurses who devote the major part of their time to the administration, instruction or supervision of student nurses *and to others who make a major contribution to the school.*

B. Size of faculty.

1. The minimum faculty for an accredited school of nursing in Kansas shall include:
 - a. Director of school of nursing.
 - b. Instructor in sciences (unless taught in college or university).
 - c. Instructor in *fundamentals of nursing.*
 - d. Medical and surgical clinical instructor.
 - e. Obstetric instructor (if there is an obstetric department).
 - f. Pediatric instructor (if there is a pediatric department).
 - g. Operating room *instructor.*
 - h. Dietitian.
2. *There shall be at least three full-time nurse faculty members in addition to the director of the school. The number of faculty members needed in addition to the minimum will be determined by the size of the student enrollment and the educational program offered.*

C. Qualifications and preparation of faculty.

1. Director of school of nursing:
 - a. The ideals and standards of the school are largely dependent upon the director of the

school. She should have strength of character, leadership, and vision.

- b. *She shall have at least a Bachelor's degree, preferably in nursing education.*
- c. *She shall have had at least two years of experience in teaching or administration in an accredited school of professional nursing.*

2. **Instructors.**

- a. *The instructors shall have spent at least two years in an accredited college or university, and in addition thereto, have received specialized professional education in subjects which they are teaching.*

3. **Dietitian.**

- a. *The dietitian must be registered by the American Dietetic Association.*

4. *All faculty members should show evidence of continuing growth.*

5. *All nurse members of the faculty must be licensed in Kansas and it is recommended that they be members of the Kansas State Nurses' Association and the Kansas League for Nursing.*

D. **Nursing service personnel.**

1. *The nursing service staff shall be adequate in number. Students assigned to evening and night practice shall be under the supervision of a licensed nurse at all times.*

2. *Nursing service staff shall include:*

- a. *Director (may be a dual position with school).*
- b. *Evening supervisor (assistant to director).*
- c. *Night supervisor (assistant to director).*
- d. *Supervisors and head nurses.*
- e. *Adequate number of general duty nurses.*

3. **Qualifications and preparation.**

- a. *Supervisors and head nurses should have had additional study and experience beyond the basic curriculum and must have had specialized preparation in supervision or ward management.*
- b. *All members must be licensed in Kansas and it is recommended that they be members of the Kansas State Nurses' Association and the Kansas League for Nursing.*

E. *The school of nursing shall define faculty according to its needs and shall promote group activity through a faculty organization.*

F. *The school of nursing shall recognize faculty needs and shall provide a suitable work environment and appropriate work load so that they may work at their optimum efficiency.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

60-3-7. STUDENT NURSES

A. **Selection and admission.**

- 1. *Students are to be admitted in classes at regular periods. The number of periods and the number of students shall be planned in relation to adequacy of faculty, clinical material available for teaching in the hospital, teaching facilities, and housing facilities. The basic instruction must be repeated for each class.*

2. *A class of students shall be admitted only at the beginning of the planned instructional program.*
3. Admission requirements.
 - a. *A student shall be at least seventeen (17) years of age by October 1 if admitted in a fall class. If classes are accepted at any other time, students must be at least seventeen (17) years of age on or before the date of admission.*
 - b. *Students shall be graduated from an accredited high school or have an education equivalent thereto. In all cases where a student applies for admission to an accredited school of nursing and the student has not completed an approved four-year course of high-school study, approval for admission of said student must be obtained from the Board.*
 - c. *Selection of applicants shall be from those having above average educational, mental, and physical qualifications. Standardized tests should be given all prospective students. The Prenursing and Guidance tests of the National League for Nursing are recommended.*
 - d. *Schools desiring to accept foreign students shall submit to the Board the credentials for validation prior to their admission.*

B. Resignation and dismissal of a student nurse.

1. *Upon the resignation or dismissal of a student nurse from a school of nursing in Kansas, a statement of reason for withdrawal must be recorded on the student final record and reported to the Board on the quarterly report of withdrawals.*
2. *A student absent for two months or more from a school of nursing shall be reported on the withdrawal report.*

C. Admission of students with credit allowance.

1. *Before a student either currently or previously enrolled in another school of nursing may be accepted, his or her records shall be obtained from that school of nursing.*
2. *The school that wishes to accept a student who is or was enrolled in another school shall evaluate the transcript and submit it with recommendations for credit allowance and the program plan to be followed to the Board for approval prior to admission of said student.*
3. *Any student previously enrolled in another school shall spend at least the last twelve consecutive months of his or her program in the school which grants the diploma.*
4. *The school that wishes to readmit a student who has been out for over a year shall submit to the Board for approval the amount of credit to be extended and the program to be followed.*
5. *Readmission of students or the acceptance of students previously enrolled in another school shall be at a time interval corresponding with formal classes or a block of clinical practice. No credit shall be allowed a student for incomplete organized instruction or incomplete periods of clinical practice.*

D. Student welfare.

1. Residence facilities.

- a. The nurses residence *shall be adequate* and shall be separate from the hospital.
- b. It shall provide for personal safety, recreation, and social life of the students.
- c. It shall have proper conditions for living and study.
- d. The residence shall be under the supervision of a residence director. Supervision shall cover both day and night, and arrangements shall be made for the relief of the residence director.

2. Health program.

- a. The health program shall be positive and inclusive, and health information shall be given students early in and throughout their educational program.
- b. Health service shall include:
 - (1) *An admission medical examination and annually thereafter, including graduation.*
 - (2) Twenty-one days sick leave shall be allowed for actual time lost by illness during the three-year period.
- c. Vacations.
 - (1) An annual vacation of three weeks is required. Time off for illness shall not be counted as vacation time.
- d. Assigned hours of practice.
 - (1) The total weekly hour schedule in both class and clinical practice shall not exceed forty-four hours either day or night *and should provide one day off free from classes. It is recommended that the length of week not be longer than forty hours.*
 - (2) Students shall not be assigned to night or evening *practice* until they have completed nine months in the school of nursing *or until such time later as they are ready.*
 - (3) Night or evening *practice assignments* shall not exceed four weeks *at one time.*
 - (4) A student should not have more than twelve weeks of *evening practice* nor twelve weeks of *night practice* during the three years in the school.
 - (5) *During the first six months in the school, the total weekly schedule should not exceed twenty-five hours and during the next three months it should not exceed thirty-five hours.*
 - (6) Students shall not be deprived of days off or required to remain in the school an additional length of time because of misconduct or *inefficiency.*

3. *The school shall provide a counseling and guidance program.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective Aug. 1, 1954; amended, effective April 2, 1956.)

60-3-8. EDUCATIONAL PROGRAM

A. Length of the program.

1. The length of the program in the school of nursing shall be thirty-six (36) months.
2. If the school is connected with a college or university the period of professional study and clinical practice may be thirty (30) months.

B. Curriculum.

1. *The faculty should develop the total curriculum in accordance with the stated objectives. As soon as a class of students is admitted, the master curriculum plan shall be prepared for that group.*
2. *There shall be evidence that the faculty is engaging in a continuous evaluation of the curriculum.*
3. *In order to provide schools freedom to develop their curriculums, the following number of hours of instruction is required in the four basic areas:*

<i>Biological and physical sciences</i>	<i>200 hours</i>
<i>Social sciences</i>	<i>75 hours</i>
<i>Professional</i>	<i>75 hours</i>
<i>Nursing and allied sciences</i>	<i>725 hours</i>

Approval may be given for change if the school shows adequate coverage.

4. *Provision shall be made for at least one hour of planned patient-centered ward class per week in all services where students are assigned.*

5. Promotion and graduation requirements.

a. *A definite policy concerning the level of work which students must maintain in order to continue in the school shall be established.*

b. *There shall be periodic evaluations of the progress made by each student and said student shall be informed at the end of each period.*

c. *A student shall be granted a diploma when he or she has completed the entire curriculum plan in theory and clinical practice as prescribed and approved by the Board. The date of the diploma shall be the date of completion of the program, not the date of commencement or graduation services.*

6. *In addition to the theoretical instruction prescribed above, the school shall provide adequate supervised practice in the care of medical, surgical, obstetric, pediatric, and psychiatric patients and in such other areas that will enhance the understanding of the care given to these patients.*

7. *Schools are to be encouraged to develop and strengthen their programs, making changes as they deem necessary and feasible. Before a school revises its curriculum or any portion of it, the school shall submit in writing the proposed changes to the Board for its approval.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

NOTE: The subject matter under this regulation was transferred from 60-3-9 and amended effective April 2, 1956. See, also, "Note" under regulation 60-3-9.

60-3-9. REQUIRED REPORTS AND RECORDS

- A. *The school shall maintain an adequate record system which shall show the complete record of theory and practice for each student.*
- B. All records shall be kept up-to-date and available for inspection at all times.
- C. Records published by the National League for Nursing are recommended for use.
- D. The following reports are due in the office of the Board on dates indicated below:
 - 1. Monthly reports—the seventh day of each month.
 - a. Census of registered professional nurses and licensed practical nurses who have either entered or left the employ of the institution during the previous month.
 - 2. Quarterly reports—January 7, April 7, July 7, October 7.
 - a. Admissions with high-school transcripts.
 - b. Withdrawals.
 - 3. Semiannual reports—*February 1, August 1.*
 - a. *Patient census reports.*
 - b. *Therapeutic diets.*
 - c. Census of registered professional nurses and licensed practical nurses.
 - 4. Annual report of school of nursing—*July 1.*
 - 5. *Nursing school faculty—September 1.*
 - 6. *Total curriculum plan for the newly admitted class—October 1.*

(Authorized by chapter 331 of Session Laws, 1949. Effective Nov. 10, 1949; amended, effective Sept. 15, 1951; amended, effective April 2, 1956.)

NOTE: The subject matter under this regulation was transferred from 60-3-8 and amended effective April 2, 1956. See, also, "Note" under regulation 60-3-8.

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